

# INFORMATION BULLETIN

## WORKFORCE INVESTMENT ACT

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TO: WORKFORCE DEVELOPMENT COMMUNITY

SUBJECT: DEPARTMENT OF LABOR DATA VALIDATION POLICY

The purpose of this information bulletin is to announce the implementation of Data Validation for Program Year (PY) 2003-04, as required by Department of Labor (DOL) Training and Employment Guidance Letter (TEGL) 3-03, Change 1, dated August 20, 2004. This TEGL requires validation of the State's Annual Report and the Workforce Investment Act Standard Record (WIASRD). The PY 2003-04 data validation report is due to DOL no later than February 1, 2005. If WIASRD data submitted from your local area is subject to validation, the local area Administrator will be notified by mail no later than October 15, 2004.

States are required to utilize a DOL developed software tool to validate the information submitted in the Workforce Investment Act Annual Report. Also, the TEGL requires data element validation at the client file level. The Annual Report validation will be implemented by the Workforce Investment Division at the State level and should be transparent to the local partners. However, data element validation requires states to select a sample of participants and validate, through a client file review, approximately 40 data elements required on the WIASRD. The client data sample size and design for the data element validation are mandated and determined through the DOL software.

Questions regarding the data validation process may be directed to Jean Cole at (916) 654-8284 or e-mail [Jcole@edd.ca.gov](mailto:Jcole@edd.ca.gov).

/S/ BOB HERMSMEIER  
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